



# Massachusetts Department of Elementary and Secondary Education

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To: Administrators of Title I Neglected or Delinquent Programs in  
Community Residential Facilities  
From: Matthew Pakos, Administrator, School Improvement Grant Programs  
Date: July 20, 2011  
Subject: FY2012 Application Forms for P.L. 107-110, Title I Part D, Subpart 2  
Neglected or Delinquent Program

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FY2012 Title I Neglected or Delinquent (N/D) Subpart 2 application materials and allocation amounts are now available on the Department of Elementary & Secondary Education's web site at [www.doe.mass.edu/nclb/grant/](http://www.doe.mass.edu/nclb/grant/).

The application process is the same as last year's:

1. Application: The application is in electronic format and consists of two parts: (a) a Microsoft Excel budget workbook, including workbook instructions, and (b) a Microsoft Word program narrative.
2. Submission: Completed budget workbooks and program narratives must be submitted to the Title I Director within the public school district in which your eligible N/D facility is located, and must also be emailed to [titlei@doe.mass.edu](mailto:titlei@doe.mass.edu). **Note that the Department will not process applications that have not also been sent to Title I directors.** In addition, original signed copies of the cover sheet must be mailed to:

Melissa T. Williams, Grants Specialist  
School Improvement Grant Programs  
Division for Accountability, Partnerships and Assistance  
Massachusetts Department of Elementary & Secondary Education  
75 Pleasant Street  
Malden, MA 02148

The Department continues to emphasize the development of Title I Part D programs that provide eligible youth with opportunities to meet the same challenging state academic content and achievement standards expected of all students. This is intended to support successful transition from a community residential environment to further education/training and/or employment.

The Title I Director within the public school district in which your eligible N/D facility is located will review and approve your Title I grant application. The Title I Director will check that the completed grant provides a comprehensive overview of the Title I services offered to students within your facility. This collaboration should expedite the process to ensure approval and funding. The Department and the local Title I Director will offer technical assistance as needed.

In addition, N/D facilities and the local public school district are required to have a formal agreement in place fully describing services provided and the terms of payment. The required agreement establishes a legal and fiscal basis for transferring Title I funds from the public school district to the N/D facility.

Completed applications should be electronically submitted to your district Title I Director and the Department by early August to ensure that funds are able to be accessed in September. The signed cover sheet (only) should be mailed at the same time as outlined on the grants cover sheet.

For questions regarding the program application, contact Russ Fleming at [rfleming@doe.mass.edu](mailto:rfleming@doe.mass.edu) / 781-338-6259. For technical questions regarding the budget workbook, contact [titlei@doe.mass.edu](mailto:titlei@doe.mass.edu) or 781-338-6230.